

# Name Availability Inquiry Letter

## Corporations, Limited Partnerships, Limited Liability Companies

To inquire as to the availability of a corporation, limited partnership or limited liability company name, complete the order form below, listing up to three names to be checked. Submit your request by mail, along with a self-addressed envelope, to:

Secretary of State  
Name Availability Unit  
1500 11<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814

***Email and/or online inquiries regarding name availability cannot be accepted at this time.***

REQUESTOR'S INFORMATION		
YOUR NAME:		
FIRM NAME, IF ANY:		
ADDRESS:		
CITY/STATE/ZIP:		
TELEPHONE #:		FAX #:
SELECT ENTITY TYPE (choose only one)		
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Limited Liability Company
NAME(S) TO BE CHECKED		
1st Choice		
<b>FOR OFFICE USE ONLY</b>	(   ) is available. (   ) is not available. We have:	
2nd Choice		
<b>FOR OFFICE USE ONLY</b>	(   ) is available. (   ) is not available. We have:	
3rd Choice		
<b>FOR OFFICE USE ONLY</b>	(   ) is available. (   ) is not available. We have:	
<small>Note: Checking the availability of a corporation, limited partnership or limited liability company name does not reserve the name and has no binding effect on the Secretary of State, nor does it confer any rights to a name. A name reservation request can be made over-the-counter at any Secretary of State office location or can be addressed in writing to the Sacramento office. Fees and instructions for reserving a name are included on the <a href="#">Name Reservation Request Form</a>.</small>		
THE SPACE BELOW IS RESERVED FOR OFFICE USE ONLY		
<b>Date:</b>	<b>I #</b>	<b>By:</b>